

Court Ordered Mediation

P-3107

The **Request for Court Ordered Mediation** (FA-4134) is used to ask the Family Court Commissioner to order you and the other party to attend mediation when you disagree on legal custody or physical placement of a child.

Court Related Offices		
Court Self-Help Center Courthouse, Room C-108 262-548-7524 Open: Mon 8:30 am - 12:00 pm Wed 12 pm - 4 pm Fri 8:30 am - 4 pm Tues & Thurs by Appointment only	Child Support Agency Administration Building, Room 348 262-548-7420 Open: Mon-Fri 8 am - 4:30 pm	Clerk of Courts Family Court Office Courthouse, Room C-112 262-548-7544 Open: Mon-Fri 8 am - 4:30 pm
Waukesha County Courthouse, 515 W. Moreland Blvd, Waukesha, WI 53188		
Copies can be made in the Court Self-Help Center for \$.15 per page		

Procedural Checklist

- ☐ Complete the **Request for Court Ordered Mediation (FA-4134)**.
- ☐ If a domestic abuse or harassment restraining order or injunction is in effect, attach a copy.
- ☐ Go to the Court Self-Help Center to have your form reviewed for completeness and make three (3) copies.
- ☐ If **no** restraining order or injunction exists between you and the other party:
 - Mail a copy to the other party
 - Complete the **Affidavit of Mailing (FA-4121)**
 - File the original **Request for Court Ordered Mediation** and **Affidavit of Mailing** with the court.
- ☐ If a restraining order/injunction **does exist** and the Restraining Order is against you:
 - Write a letter to the court requesting that they send a copy to the other party
 - File the original **Request for Court Ordered Mediation** and the letter with the court.

6. ☐ Shortly after receiving the form, the court will review it, and if appropriate, will order mediation.
7. ☐ If ordered, you will receive an **Order for Mediation** and you may receive other instructions as necessary. Follow those instructions, however, if a restraining order or injunction is in effect, contact the court for possible alternate instructions.
8. ☐ Go to your scheduled mediation.
9. ☐ If mediation is not successful, you may go to the Court Self-Help Center for other options.